

BOBBY JINDAL  
GOVERNOR



PAUL W. RAINWATER  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

August 10, 2012

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2013-06

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Rate Changes for the Following Statewide Vendor Products:  
American Public Life (30008) Accident Policies  
Colonial Life & Accident (30013) Cancer Policies and Riders  
Starmount Life (30064) Dental Policies

American Public Life, Colonial Life & Accident, and Starmount Life will be implementing a rate increase effective January 1, 2013 for the above policies. By August 27, 2012, these vendors will mail letters to all agencies affected by this rate increase, along with a list of the employees' current deduction amounts and the new amounts. At the same time, letters will be mailed from these vendors to the employees affected notifying them of this change. A new Payroll Deduction Authorization Form (SED-4) with the new rates will also be enclosed with the letter.

Employees who accept the rate change must sign the forms and send them back to the appropriate vendor by October 15, 2012. Vendors will forward a signed copy of the SED-4 form to the payroll office by November 5, 2012 to be entered. Agencies should have all deduction changes entered for the January 11, 2013 payday (**entry close deadline of November 21, 2012**). Employees who do not submit the signed SED-4 by the October 15<sup>th</sup> deadline will have their policies cancelled upon notice from these vendors, effective January 1, 2013.

Vendors will prepare and send a list of employees who did not agree to the changed rates (did not sign the new SED-4 form) to the payroll offices by November 12, 2012. The list will indicate the employee's name, social security number, and product. A new Payroll Deduction Authorization Form, SED-4, will also be mailed to the employee and agency indicating that coverage for this specific policy has been cancelled effective January 1, 2013. **The employee signature is not required on these SED-4's. The SED-4 should include all other active policies the employee has with the vendor as new SED-4's supersede all prior forms.**

August 10, 2012

Page 2

**Cancellations and rate changes must be entered by the agency in eEnrollment October 1, 2012 thru November 21, 2012** to avoid one time refunds and deductions. For those employees in the Flexible Benefits Plan, the agencies will need to select the qualified event, “**SIGNIFICANT INCREASE IN COST OF COVERAGE**”, when modifying the deduction amount or cancelling the deduction in eEnrollment.

If you have any questions about the rate changes, please contact the following Administrative Coordinators for the vendors listed below:

American Public Life, Deborah Pierce (800) 256-8606 ext 3225  
Colonial Life & Accident, Elisabeth Bischofberger (803) 678-6513  
Starmount Life, Rosalyn Duty (888) 729-5433 ext 225

Any other questions should be directed to Jodi Bullock at (225) 342-5345.

APH:JAB/pbh

c: Ray Harrison, Office of Group Benefits  
Deborah Pierce, American Public Life  
Elisabeth Bischofberger, Colonial Life & Accident  
Rosalyn Duty, Starmount Life